



Chartered Engineers Pacific (CEP)

Minutes of CEP Committee Meeting March 14, 2018

Venue: Accent Inns Burnaby

Item	Description	Action
1	<p>Welcome: The Chairman (MWK) opened the meeting at 5.15 pm. Chair welcomed new members, and thanked the elected Committee for volunteering to serve and challenged them to step forward to fill key roles on the Committee, such as Chair next year. The Group's adopted mission: <i>'Deliver inspirational engineering events and networking opportunities to members and guests of the CEP'</i></p> <p>New members DW and ZK were introduced by the chairman.</p>	
2	<p>Attendance: Matthew Walton-Knight (MWK), George De Ridder (GDR), Alan Kay (AK), David Harvey (DH), Douglas Yee (DY), Vanessa Nodar-Juste (VNJ), Suresh Vishwakarma (SV), Arul Raja (AR), David Woo (DW), Zeeshan Khan (ZK)</p> <p><u>Apologies</u> of absence from meeting were received from: Chris Richardson (CR), Alan Wood (AW)</p> <p>Committee Contact Information: See ENCLOSURE C</p>	
3	<p>Setting of Agenda: The Agenda was adopted without additions.</p>	
4	<p>Approval of Previous Minutes: The Minutes of the last Committee Meeting on November 15, 2017 were approved as tabled. Proposed by DH; seconded by AK; carried.</p>	
5	<p>Matters Arising from Previous Minutes:</p> <p>a) Expressive Promotional Items, previous 5 b): The decision to implement the project awaits approval of the 2018-Budget from London; It was agreed to all consider if (1) we should proceed with</p>	ALL





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	<p>any Promotional Items, and if so (2) what Promotional Items (shirts, umbrellas, flash-drives etc) we should acquire.</p> <p>b) ICE-200-year celebrations planning for 2018: speakers program as described in previous Minutes 5b) is being deployed; MWK gave an overview during the AGM on January 24, 2018; Tonight's address will be by Aled Griffiths.</p> <p>c) School-engagement project initiative by IET to promote engineering and technology among school students: stand over to April meeting. Previous Minutes 5c)</p> <p>d) AGM-2018: Review: Draft Minutes of the AGM are available from the Secretary; After discussion, The meeting was unanimous that the event budget should be reduced in future; the venue and dinner format could be chosen to reduce over-all expense to \$2000-2500; MWK suggested a subsidy of approximately \$1500 to member-participants. It was noted that attendance of AGMs follows a downward trend, despite upscale venues, catering and heavy subsidized ticket pricing. DH suggested a venue that cater for group meetings: Felico's Restaurant, Richmond BC; other considerations: Accent Inns with catered buffet.</p> <p>e) Office Bearers and portfolio roles 2018:</p> <ul style="list-style-type: none"> i. Positions of Hon. Secretary is vacant; GDR agreed to fill the position as Interim Secretary for the time being. Elected VNJ notified that she anticipates resigning soon, due to relocation out of the region. Interested members may contact the Chair (MWK). ii. DW volunteered to take over the portfolio of Technical Program Coordinator from DY, with assistance from GDR. 	<p>MWK</p> <p>SV</p> <p>ALL</p> <p>ALL</p> <p>DW/ GDR</p>
6	<p>Technical Program:</p> <p>a) Updated schedule 2018 per ENCLOSURE A</p> <p>b) Bar debate: keep as a reserve for scheduled events, in the case of a late cancellation; could consider a debate in-lieu of the summer function. Proposals for subject and format is outstanding. DH suggested the venue: Red Truck Brewery in Vancouver.</p> <p>c) Summer social in July: proposals for format, date, to be decided. See previous minutes 10a)</p> <p>d) 2019 Program is open, AGM speaker (if necessary – see 5d), do we want to follow a theme(s)?</p>	<p>ALL</p> <p>DW</p> <p>ALL</p>



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	<p>e) March 14, 2018: Post Meeting notes: Speaker Mike Donaldson spoke about the technology of nuclear fusion energy generation being developed at <i>General Fusion</i> in Burnaby BC, attended by 26 persons. Attendance name list is available. A synopsis of the presentation is planned in the next NEWSLETTER and on CEP website under Past Events.</p>	
7	<p>Finances</p> <p>a) Overview</p> <ul style="list-style-type: none"> i. Current account balance = \$ 25,205 ii. Cashable lockout account reserve = \$ 5,000 (in addition to i) iii. Membership (in addition to i) = \$ 119 iv. Funding was received from London for the 2017-Q4 of 3,295 <p>b) Approved expense claims, proposed by DH and seconded by AW:</p> <ul style="list-style-type: none"> 1. Pre-approved by email: non 2. Speaker honoraria Sept 19, 2017: contribution from SEABC was received \$150 (50%) 3. Speakers Honorarium for March 14, 2018 – \$150 (Post meeting notice: speaker donated honorarium back to CEP, with thanks. 4. Provisional for travel expense claims by Alan Kay: \$110 5. Accent Inns meeting rooms & catering March 14, 2018 meetings: provisional: \$1000. Post meeting note: actual invoice paid: \$954.38 for Accent Inns plus \$23.52 for printing of Agenda copies, for total paid to GDR: \$977.90 expenses for the March 14, 2018 meetings. 6. New submissions: <ul style="list-style-type: none"> 6.1 - \$151 to SV for catering to the Exco meeting (attended by 6 members) on February 28, 2018 at Ricky's restaurant. 6.2 - \$54 to DY for stationary incurred for Treasury operations. <p>c) Budget 2018-overview – expect \$12,000 funding cap from Institutions.</p> <p>d) Quarterly Reports to London: H. Secretary to provide the report.</p> <p>e) Signing rights at VANCITY bank: Signing right were arranged for MWK, DY and GDR, any two may sign cheques.</p> <ul style="list-style-type: none"> i. Vancity remains the banking institution for CEP business. ii. DY prefers to use XCEL in lieu of Quickbooks software. iii. All expense claims to be submitted to DY by email or post, using the proforma – see ENCLOSURE B 	<p>DY</p> <p>GDR</p>



Item	Description	Action
		ALL
8	Newsletter: The role of Editor is vacant.	
9	Website: No discussion; carried over to next meeting.	GDR
10	New Business: a) SV informed that arrangements are underway for the 2018 <i>Present Around The World Competition</i> (PATW) organized by the IET, to be held on May 5 or May 12 2018 at UBC campus. Volunteers will be required from the CEP Committee and members, to assist as judges and representatives of CEP.	SV, ALL
11	Next Meetings: Next Committee Meeting is on Wednesday April 11, 2018, 5:00 pm at the Accent Inns, Burnaby, followed by a presentation from Dr.Zak Alramy about <i>Growing a Consulting Firm Converting a Vision to Reality</i> .	ALL
12	Adjournment: MWK closed the meeting at 6:45 pm.	

Minutes by GDR, March 14, 2018

ENCLOSURE A- Events Schedule 2018

ENCLOSURE B – Expense claim Form

ENCLOSURE C – CEP Committee 2018 Contact Information





Enclosure A – EVENTS SCHEDULE 2018

Date	Venue	Tech Meeting at 7 pm Subject - Topic	Presenter	Status
January 24, Wednesday	Terminal City Club Vancouver	AGM & Annual Dinner	Guest speaker: Mr. Bob Stewart P.Eng, past president of EGBC.	Confirmed
March 14, Wednesday	Accents Inn Burnaby	General Fusion	Mike Donaldson	Confirmed
April 11, Wednesday	Accents Inn Burnaby	Growing a Consulting Firm; Converting a Vision to Reality	Dr Zak El-Ramly	Confirmed
May 16, Wednesday	Accents Inn Burnaby	Rheumatoid Arthritis, Where Engineering Principles Play a Role	Dr Barry Koehler	Confirmed
July	TBD	Summer Social Event	TBD	Open
September 19, Wednesday	Accents Inn Burnaby	Modern Measuring and Sensing devices; Spatial Technologies	Keith Belsham	Confirmed
October 17, Wednesday	Accents Inn Burnaby	Battery Powered Electric Vehicle	Bruce Stout	Confirmed
November 14, Wednesday	Accents Inn Burnaby	TBD	Bowinn Ma, P.Eng, MLA, BC Provincial Government	Confirmed

Technical meetings commence 7:00 pm, following Committee Meeting at 5:00 pm. Additions and amendments to the above schedule along with details on individual functions will be distributed via email and posted on our websites: www.wcgce.org.ca or www.charteredengineerspacific.ca



Enclosure B – EXPENSE CLAIM FORM

CHARTERED ENGINEERS PACIFIC			
Name		Expense Report	Date (dd/mm/yy)
Receipt no	Purchase Description	Amount \$	
		Grand TOTAL	
Signature		Official Use:	





Enclosure B – CEP COMMITTEE 2018 CONTACT INFORMATION

	Name	Designation	Tel. – Residence	Tel. –Office	E-Mail
1	Vanessa Nodar-Juste	Ord. Member (MICE) (MIStructE)	604-600-1848	604-931-7324	vnodar@gmail.com
2	De Ridder, George	H. Secretary (FIStructE)	604-931-2201	604-837-2614	george@gdrstruk.ca
3	Harvey, David	Vice Chair (FIStructE Rep), (MICE)	604-274-6572	604-293-1411	harveyd@ae.ca
4	Kay, Alan	Ord. Member (MICE)	604-922-6150	604-922-6150	alan.akay@shaw.ca
5	Raja, Arul	Ord. Member (MIET)	604-525-1842		arul7645@outlook.com
6	Richardson, Chris	Ord. Member (MIET)	604-879-9980		backwater@telus.net
7	Walton-Knight, Matthew	Chair, (MICE Rep)	604.506.2863 (cell)		Walton-knight, Matthew matthew.walton-knight@primas.co awood@stratus-aero.com
8	Wood, Alan	Ord. Member (MIET)	604-988-8600	778-549-8601	awood@stratus-aero.com
9	Yee, Douglas	Ord. Member (MICE)	604 806 6268 604 368 8978 (m)		busnac.v5y@gmail.com
10	Vishwakarma, Suresh	Ord. Member (MIET)	778-960-3500		sureshvishwakarma@hotmail.com
11	Khan, Zeeshan	Ord. Member (MIET)		604-323-5209	khan.mzee@hotmail.com
12	Woo, David	Ord. Member (IStructE)	604.782.8163	604.293.1411	woom@ae.ca